

DEPUTY DIRECTOR OF PUBLIC SAFETY

POSITION SUMMARY: Assists the director of public safety in planning and directing the activities and programs of the police and fire divisions of the public safety department. Ensures progress toward strategic goals and guides the administrative and technical work of police and fire services. The scope of responsibility includes technical, administrative, and professional work related to public safety such as maintaining order, enforcing laws and ordinances, and taking measures to prevent crime and protect lives and property. This position manages personnel and organizes activities to ensure the effective, efficient, orderly, and secure operation of the public safety department. Emphasis is placed on cultivating community relationships and advising and consulting with the director in determining goals and strategic plans. This position will partner with members of the city's leadership team.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Advises and works cooperatively with the director of public safety and assists with planning, organizing, and directing all aspects of police and fire services, including personnel, budgeting, and general administration. Assists in developing departmental mission and long-term plans to realize goals in accordance with community needs and City vision.
2. Carries out various administrative assignments which may involve formulating policy, establishing procedures, and accounting for results. Researches information, prepares reports, and makes recommendations to the director.
3. Assesses department operations, staffing levels, facilities, and equipment. Analyzes capital needs. Develops financial goals and supports and oversees the administration of the budget for the department in accordance with accepted fiscal practices and state and local regulations.
4. Provides effective leadership and mentoring of personnel, with an emphasis placed upon the mentorship of the captain positions and departmental succession planning. Supervises personnel, evaluates performance, oversees training and professional development, and assures department staff has required certifications and licenses. Ensures proper labor relations and conditions of employment are maintained. Directs the recruitment and hiring of department personnel.
5. Oversees processes related to resolving and responding to complaints, media requests, and other important issues with interested parties.
6. Cultivates community relationships and partnerships. Represents the department and City on interagency councils and committees through cooperative planning and effective working relationships with other community agencies and other public and private groups.
7. Confers with various directors, department heads, and their staff on matters that may require their respective department's expertise and involvement. This may include, but is not limited to, facilities, finance, human resources, and information technology.
8. Oversees departmental grants, partnership agreements, and sponsorships. Ensures staff works cooperatively with various departments and agencies to ensure compliance with

grant stipulations and state and federal laws. Ensures departmental staff seek and meet training requirements from City departments related to grants and purchasing.

9. Acts as the director in their absence as assigned.
10. Oversees the police division's professional standards, functions, and processes, which are required to maintain the police division's internationally accredited status through the Commission on Accreditation for Law Enforcement Agencies (CALEA). Directly and through designees, oversees the fire division's professional standards, functions, and processes, including researching and recommending, if appropriate, accreditation through the Commission on Fire Accreditation International.
11. Works with neighboring communities related to crime and fire prevention activities. Cooperates with federal, state, and local agencies in the apprehension and detention of wanted persons. Uses cooperative, creative solution-finding to address regional crime trends.
12. Keeps abreast of regulatory developments, new administrative techniques and current issues through continued education and professional growth. Maintains cooperative relationships with peer agencies, schools, boards, commissions, volunteers, residents, and other governmental units. Attends conferences, workshops, and seminars as appropriate.
13. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in criminal justice, police administration, fire science, or related field. Prefer master's degree in an appropriate field of study. Extensive experience in police work including responsible supervisory experience at the level of at least police captain in a large department or deputy police chief.
- B. Graduation from Northwestern School of Staff and Command, FBI National Academy, or comparable program.
- C. Certified as a police officer within the State of Michigan.
- D. Extensive knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police and fire work. Extensive knowledge of applicable federal, state, and local laws, codes, and ordinances.
- E. Considerable knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, procurement and contract administration, and project management.
- F. Demonstrated ability to effectively train, lead, motivate, and command the respect of sworn and civilian employees; demonstrated ability to effectively supervise and evaluate the work of others.
- G. Possess a high level of interpersonal skills. Demonstrated ability to establish effective and cooperative working relationships. Uses tact, good judgment, initiative, and

resourcefulness to communicate effectively with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts.

- H. Proven ability to communicate effectively orally and in writing and to make presentations in public forums and to persuade others. Ability to maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism. Ability to respond or proactively engage with public bodies or others during public meetings.
- I. Demonstrated ability to think strategically, quickly analyze complex information, coordinate schedules and resources, and work effectively and cooperatively in routine, stressful, or time-sensitive situations. Must be able to provide leadership and direction on projects and in situations with undefined goals, expectations, or outcomes.
- J. Possesses excellent organizational skills and ability to prioritize.
- K. Comprehensive and broad knowledge of the principles and accepted practices and procedures of police and fire science and administration, organization, and operation. Thorough knowledge of the incident command system.
- L. Thorough knowledge of the types and use of communication equipment, electronic devices, firearms, and other equipment used in police and fire work.
- M. Proven ability to maintain a professional leadership image to the organization and to the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.
- N. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and has the ability to quickly learn other technology as necessary.
- O. Possession of a valid, unrestricted Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in an office setting. Duties may be performed in and around police buildings and training facilities. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very dangerous and strenuous. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include exposure to fire and smoke, working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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The employee is required to operate police weapons, police vehicles and police related technology, and must be capable of being physically and mentally approved to perform police work in accordance with MCOLES standards.

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